

REQUEST FOR RECORDS DISPOSITION AUTHORITY

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JOB NO. NI-AU-91-10

TO: GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED 6-11-91

1. FROM (Agency or establishment)
Department of the Army
2. MAJOR SUBDIVISION
U.S. Army Information Systems Command
3. MINOR SUBDIVISION
DCSOPS (ASOP-MR)
4. NAME OF PERSON WITH WHOM TO CONFER
Peter Criscuolo
5. TELEPHONE EXT.
(602) 538-4746

NOTIFICATION TO AGENCY

IAW 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE 1/14/92 ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE: I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or X is unnecessary.

B. DATE <u>14 May 91</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE <u>Jay A. Raschke</u>	D. TITLE Chief, Policy Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE)
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<p>General/Flag Officer's Quarters Management Files</p> <p><u>Background:</u> Army Regulation 210-13, General/Flag Officer's Quarters and Installation Commander's Quarters Management, requires commanders of Army installations to maintain a permanent file of the records described below. Request NARA authority to maintain these records in the creating office for 12 years to facilitate response to inquiries, and then retire them to WNRC. Point of contact on this in the NCR is Ms. Birgit Seymour (703) 355-7509.</p> <p><u>FN:</u> 210-13a</p> <p><u>Title:</u> General/Flag Officer's Quarters Management</p> <p><u>Description:</u> Information pertaining to the management of GFOQs. Included are by name listing of GFOQ occupants with their periods of occupancy work order requests for major work, approvals, contracts, documents pertaining to amenities, and 4th quarter obligation report for each FY.</p> <p><u>Disposition:</u> Permanent. Retain in CFA for 12 years then retire to the Washington National Records Center. Destroy when 25 years old.</p>		
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Changes made per telcons with Army representatives Birgit Seymour, 11-22-91, and Donel Hayes, 12-23-91.

Jeanne Young
 Jeanne Young, NIR, 12-24-91

Copies sent to Agency, NCR 1/21/92

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

JOB NUMBER
N1-AU-91-10

ITEM COUNT
1

SUMMARY

The Department of the Army requests disposition authority for records pertaining to general/flag officers' quarters management (MARKS 210-13a). The records are created at various installations worldwide and maintained by the U.S. Engineering and Housing Support Center at Ft. Belvoir, VA. Each installation must maintain cost records for renovating and redecorating quarters and report expenditures quarterly. The fourth quarter report is sent to Ft. Belvoir. Quarterly (DA Form 4939-1-R) and maintenance (DA Form 4939-R) reports are referred to throughout the year to provide information to Congress, to track maintenance and improvement activities, and to put together budget requests. The quarters occupant's name is not required on the form and there is limited space for comment. Other records provide more information of historical research value. Budget records contain information on the historical significance of the building, date of construction, square footage, and cost of utilities, decoration, etc. Individual installations maintain records of the names and dates of occupants. Therefore, I recommend disposal of this administrative series as proposed.

RECOMMENDATION

1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.
2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.
3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.
4. WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

Not Required. Required - Publication Date: 7/30/91
Copies Requested: 0
Comments Received: 0

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>Jeanne Young</i>	12-31-91
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>James [unclear]</i>	1/2/92
CONCURRENCES	NNT	<i>Stephen Phillips</i>	1-6-92
	NN-W	<i>Donald T. Gogg</i>	1-13-92